



# COMMISSION COMMENTS

Volume 1, Issue 1

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## Application “do’s and don’ts”

Any application you submit to the Commission for review is the basis for determining if you meet the required minimum qualifications for the City classification in question, and, if hired, this application is maintained in your Civil Service personnel file in order to verify you are qualified to do the work for which you were employed. Therefore, it is critical that you include on your application complete and detailed information showing your qualifications for the particular classification for which you are applying. The next time you complete an application for review, try to follow these helpful tips:

### Do Include Complete Information.

Make sure all of your current and past position information is included on your application. Information such as your

work title, your hire and termination (quitting) dates and the number of hours worked each week is critical to determining your qualifications for the exam or position in question. When including your current position on the application, be sure to indicate in the employment dates section or comments section that you are presently employed in that particular position.

### Do Review The Minimum Qualifications For The Classification For Which You Are Applying.

Commission staff will be looking for specific types of education and/or experience when reviewing your application. Read over the minimum qualifications statement for the class and

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## New Look for 2003!

Welcome to the latest edition of the *Commission Comments*. As you can see, we have redesigned our newsletter and are now using an expanded format. Many of these changes are based on the Commission's strategic plan which was developed during 2001. The strategic plan recommended the formation of a newsletter committee to develop the newsletter. These committee members represent the different units in our agency. We hope that the new committee will help keep employees

better informed about the Commission and its upcoming tests, events and initiatives.

We would like to extend our thanks to City employees who responded to our newsletter survey in July 2002. Much of your feedback has been incorporated into our new format. Future issues will continue to address some of the questions and comments sent to us during the survey. Your feedback was very much appreciated!

### Special points of interest:

- New Look for 2003!
- New additions to website!
- Transfers within a job class.
- Jan. 31, 2003 Deadline for Police Officer Applications.

## Website news

### New Website Address:

The Civil Service Commission has changed its website address to [www.csc.columbus.gov](http://www.csc.columbus.gov). We hope that this new address will be much easier for users to remember.

### Changes to the Website:

The Commission regularly adds new information to the website in order to provide easy access to information for employees and applicants. One recent addition to the website is the **Class Plan** which is a complete listing of all job classifications within the City grouped by job families. To find the class plan online, click on "Commission Info" on the left side of our home page and then click on "Class Plan."



### Coming Soon in 2003:

The Civil Service Commission **Information Guide**. This will include frequently asked questions, how to apply for City jobs, and will also include some tips for taking civil service exams.

Another addition will be the **Benefits to City Employment** and a **Slide Show**.

These items are recruiting tools to show applicants some of the benefits offered by the City and will show some highlights of our City for people who are considering a move to

Columbus.

We anticipate having these new features available in early 2003. To view any of these great new features, log on to [www.csc.columbus.gov](http://www.csc.columbus.gov).

## Meet commission employee...pattii harris!

Pattii Harris is a Human Resources Assistant and has been employed with the City for nearly three years. Many of you probably know Pattii or have seen her since she is responsible for the Commission's Applicant and Employee Services Counter. She handles incoming applications, paperwork, and telephone calls. She also posts job announcements and has many other duties.



Pattii, also known as Kim to her close friends and family, was born in Los Angeles, CA but has spent most of her life here in Ohio. She is a graduate of Walnut Ridge High School. Pattii is a frequent recipient of the "compliment cup," an employee recognition award for receiving customer compliments. Pattii likes dealing with the public and enjoys the variety of work her job allows her to perform.

## Did you know...

- The Commission has a five-year review standard for all job classes. This means that if the Commission reviewed every job classification during the preceding five years, the class plan would be completely up-to-date.
- At the end of 2002, **99.8%** of the City's job classes were up-to-date.

### ID Badge Replacements

Replacement identification badges are now being issued by the Facilities Management Division. The Civil Service Commission will still issue badges for new employees. However, if you need to replace a lost badge, please contact Facilities Management at 645-8333.

### Commission Q & A

**Q:** How can an employee in a fixed pay range receive a merit increase?

**A:** As we discussed in the last issue of the *Commission Comments*, the Civil Service Commission does not handle pay issues. These decisions are determined based on the collective bargaining process. Merit pay issues in particular are specified in the contracts with the bargaining units. Contact your human resources section or union representative if you have questions.

## Transfers within a job class

City employees who want to transfer to another Division or Department can request to be added to a transfer list maintained by the Civil Service Commission. This is only for competitive (tested) positions within the same job classification, and you must have permanent status. To request a transfer, employees should fill out a [Request For City-Wide Transfer](#) form and return it to the Commission offices. Names will stay on the transfer list for one year or until the employee changes positions or leaves City employment. Whenever a Department requests a certification list to fill a position, they are given a copy of the transfer list in addition to the current list of names from the eligible list.

This process is used for transferring to another Division within your current department (i.e., transferring from Water to Sewerage & Drainage). However, if you want

to transfer *within* your Division, the transfer list process is not used. These types of transfers are handled internally by a department.

This process is also not used for noncompetitive positions as these are posted. For example, a Laborer or a Management Analyst II who wants to apply for a position in the same job class with another Department would simply fill out the Applicant Response form and apply directly to the Department with the vacancy. If you are interested in a transfer within a noncompetitive class, be sure to fill out or update a Job Class Interest form with the Commission. This will allow you to be notified by mail of future vacancies. Job interest forms can be filled out in person at the Commission offices at 50 West Gay Street, Room 600 or online at [www.csc.columbus.gov](http://www.csc.columbus.gov).

## Application “Do’s and don’ts”

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be sure to identify on your application any similar experience and/or education you have had. If, for example, the minimum qualifications require experience “laying and finishing concrete” and you have done that type of work – be sure to include this information on your application. **Never assume the reviewer will “read between the lines!”**

### Do Read And Sign The Back Of Your Application.

Applications must be signed to be valid submissions to the Commission. Our front desk staff tries to “catch” unsigned applications when they are turned in, however occasionally one gets through, requiring the return of the applicant to the Commission offices in order to get the application signed. To ensure efficient processing of your application, always make sure you have read through, signed and dated the back page of your application.

### Do Bring Original Documentation Verifying Veteran’s Status, Educational, and Licensure Requirements.

Any post high school educational requirements, special licensure requirements and veteran’s status (if requesting veteran’s preference) must be verified with original documentation. If any of these are required for the exam or position for which you are applying, bring along an original college transcript, license or DD214, Member (4) and the front desk staff will make a copy of

it for submission with your application.

### Don’t Assume Your City Personnel File Or Previously Submitted Applications Will Be Considered.

The Commission receives tens of thousands of applications each year. Unfortunately we are not able to pull and reference personnel files or applications you have already submitted for other positions when determining your qualifications for the exam or position for which you are currently applying. Only the information written on your current application will be reviewed so be sure to include **all** pertinent information.

### Don’t Forget To Use Our Job Class Interest Service.

You can receive, by mail, vacancy notifications or exam announcements for any of the more than 600 classifications currently serviced by the Commission by simply completing and submitting, to the Commission, a Job Class Interest Sheet. Over the next six-month period you will receive notification any time a position or examination becomes available for any of the classifications you are interested in for future employment.

Questions about this information can be directed to the Commission’s Applicant and Employee Services Unit, Monday through Friday, 8 a.m. to 4:30 p.m. at (614)645-8369.

## Civil Service Commission

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## Deadline for Police officer applications:

The deadline to submit applications for the March Police Officer examination is Friday, January 31, 2003. The March examination is the only one that will be given this year, so be sure to submit your application by **Friday, January 31, 2003!**

## Stop by for a Visit!

Beginning in February, the Civil Service Commission will offer an opportunity for anyone who is interested, both City employees and non-city employees, to come talk to us! Every **Thursday** our Employment Consultant will be available to answer your Civil Service questions. No appointment is necessary, just come down to our office at 50 West Gay Street, 6<sup>th</sup> floor and ask for Sheri LaVette. We would love to hear from you! Whether there is a policy that you would like more information on or you know someone who would like information on City employment, we can help. Whatever the case, **beginning February 6**, we want to see you! Remember to bring your picture ID to be admitted to the Beacon Building.

As always, you can still call our Employment Consultant, Sheri LaVette at 645-7708 or e-mail at [sherilavette@columbus.gov](mailto:sherilavette@columbus.gov).

## Bon Voyage!!

Congratulations to Noel Miller on his retirement from the City after over 23 years of service! Noel obtained his Master's degree from Ohio University and began working at the Civil Service Commission in a limited position in 1975. He returned to the Commission in 1979 and has worked in a variety of areas.

During his years with the Civil Service Commission, Noel has seen astounding change – when he started, all personnel records were kept on paper and cards. Noel was heavily involved in the computerization of the payroll system in the early 1980's. He was also instrumental in the design and implementation of Electronic Position Control – a piece of software now used and appreciated by human resources personnel throughout the City.

Noel's most recent duties involved supervising the Applicant and Employee Services Unit, but during his tenure he also performed classification and testing

duties, reviewed innumerable items for police and fire promotional testing, and was also involved in budget preparation and management. In his previous job, he was the director of the State of Ohio Intergovernmental Personnel Testing Program. He had responsibility for coordinating personnel analyst services to virtually any government within Ohio that asked for testing assistance. He also guided these jurisdictions as they were attempting to interpret the 1978 Uniform

Guidelines on Employee Selection Procedures and its predecessors.

Above all, Noel was thorough and conscientious, and his work was meticulous. His quirky sense of humor and dry wit endeared him not only to his co-workers, but also to human resources and payroll personnel citywide. His retirement was effective October 2002. We appreciate Noel for his years of dedication

and service, and he will be sorely missed. Best wishes, Noel!



Noel Miller